

**Jefferson County  
Position Description**

<b>Name:</b>		<b>Department:</b>	Human Services		
<b>Position Title:</b>	Aging & Disability Resource Specialist I	<b>Pay Grade:</b>	6	<b>FLSA:</b>	Non-Exempt
<b>Date:</b>	August 2014	<b>Reports To:</b>	ADRC Supervisor		

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**Purpose of Position**

The purpose of this position is to provide the general public with comprehensive, unbiased information and assistance, options counseling, short term case management, advocacy services and enrollment/disenrollment counseling services to individuals interested in accessing publicly-funded long term care programs. Position serves as the entry point for complex, highly demanded publicly-funded long term care programs and private pay long term care options for adults in the following categories: elderly, caregiver, person with physical or developmental disabilities, person with mental health and/or AODA issues and youth with special needs transitioning into the adult system.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Evaluates customer needs and requests to assess and link individuals to community resources including: financial benefits, long term care, living arrangements, mental health and AODA services, employment and training, transportation, nutrition, home maintenance, legal issues, and emergency services.
- Administers LTC functional screen assessment and determines functional eligibility for managed care. Reviews financial and non-financial criteria for receiving publicly funded long term care.
- Counsels and assists individuals for eligibility in benefit programs such as Medical Assistance, Foodshare, Farmer Market Voucher programs, etc.
- Utilizes resource database to identify program and service options to assist customers with information and referrals to other agency service providers.
- Provides individual and systems advocacy services for ADRC customers to apply and maintain benefits, informs customers of their rights and responsibilities, and assists in dispute resolution.
- Applies Options Counseling Standards to counsel individuals and family members in evaluating their long-term care service options.
- Provides enrollment and disenrollment counseling to individuals interested in and eligible for publicly funded long term care ie: Family Care, Partnership or IRIS.
- Assists consumers with completing applications and obtains verifications required for processing applications as well as coordinates eligibility determination with Economic Support staff, and estimates consumer cost share/deductible financial responsibility.

- Provides short term case management services to assist adults 18 years and older access to resources in order to stabilize unsafe situations.
- Coordinates, facilitates and refers customers to public information events and county and regional marketing events, including ongoing educational trainings, outreach activities, health promotion and disease prevention.
- Maintains accurate and timely documentation for consumer specific contacts and ADRC program activities.
- Complies with HIPAA regulations.
- Performs additional duties as assigned or as needed.
- Demonstrates dependable attendance.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's Degree or equivalent in Social Work or Human Services Field. Two years experience in the Long Term Support field as a Care Manager, Benefit Specialist or equivalent. Successful completion of AIRS Certification within first year of employment and passing score on Long Term Functional Screen within 60 days. A valid Wisconsin motor vehicle operator's license or access to transportation required.

**Other Requirements****Additional Certifications:**

- Maintains AIRS certification and participates in required training.
- Maintains certification as a Long Term Care Functional Screener.

**Environmental:** Tasks may risk exposure to adverse environmental conditions such as irate individuals.

**Physical:** Must be able to lift up to 20 pounds.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

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Date

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Date